

DEPARTMENT OF THE NAVY  
Office of the Secretary  
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SECNAVINST 4061.1C  
MEDCOM-24  
15 September 1986

SECNAV INSTRUCTION 4061.1C

From: Secretary of the Navy  
To: All Ships and Stations

Subj: FOOD SANITATION TRAINING PROGRAM

Ref: ~~NAVY MEDCOMINST 0200-1~~  
*Case NAVOP 101517 Feb 84*  
(a) ~~NAVY MEDCOMINST 0200-1~~  
(b) NAVMED P-5010-1, Manual of Naval Preventive Medicine, Chapter 1, Food Sanitation (NOTAL)  
(c) NAVEDTRA-110, Navy Education and Training Manual (NOTAL)  
(d) NAVMED P-1333, Sanitary Food Service Instructor's Guide (NOTAL)  
(e) NAVSUP P-520, Enlisted Dining Facility Master at Arms Handbook (NOTAL)

1. Purpose. To establish a standard food sanitation training program for military and civilian food service personnel.

2. Cancellation. SECNAV Instruction 4061.1B.

3. Definitions

- R) a. Food sanitation instructors are:
- (1) Environmental health officers.
  - (2) Preventive medicine technicians.
  - (3) Military and civilian graduates of an approved food sanitation instructors course.
- b. Food service personnel are:
- (1) All persons employed or assigned who supervise, cook, prepare, or serve food or drinks at Navy, Marine Corps, or contract operated food service facilities.
  - (2) Commissary personnel, military and civilian, including supervisors, butchers, meat cutters and wrappers, produce handlers, and any other personnel who prepare or handle food products that are not packaged or canned.
  - (3) Those in a supervisory capacity, including the food service officer, manager, master at arms, and those who provide accessory services (dishwashers, bus persons, and mess attendants), whether full-time, part-time, or temporary employees.
- c. Food service facilities are:
- (1) Any place, fixed or mobile, where food is prepared and intended for individual portion service and includes the site at which the individual portions are provided, regardless of whether consumption is on or off the premises.
  - (2) The retail food stores, such as commissaries and delicatessens in which perishable foods are processed and stored.

4. Scope

(R)

a. Food service attendants (military and civilian, except contract personnel) ashore and afloat upon assignment to a food service facility or food service division for 30 days or less, shall receive 3 hours initial training. Orientation, preferably by a Medical Department representative, should concentrate primarily on personal hygiene, the individual food handler's role in preventing contamination of foods and food contact surfaces, and in cleaning and sanitizing food contact surfaces. Supervisory food service personnel and other qualified individuals shall instruct food service attendants by individual, on-the-job training on proper food handling and service procedures, dishwashing and proper cleaning of food service equipment and spaces, as a part of the 3-hour initial training. Command emphasis shall be given to providing thorough, initial and on-the-job training and supervision of the food service attendants.

b. Initial instruction and subsequent annual refresher training (paragraph 6) shall be provided to food service personnel and food service attendants, employed for periods in excess of 30 days, and to all contract employees. Food sanitation instruction should not be limited by this requirement and all personnel shall receive continuous, on-the-job training and instruction by supervisors (military and civilian).

5. Responsibilities. Commanding officers of Navy and Marine Corps activities, Military Sealift Command (MSC) area and subarea commanders, and masters of Military Sealift Command civil service-manned U.S. naval ships which operate food service facilities are responsible for accomplishing a food sanitation training program meeting the minimum standards set forth in this instruction. (R)

6. Training. A minimum of 6 hours annual food sanitation training shall be required for all food service personnel. New food service personnel should receive this training prior to actually beginning food service duties. This required training shall, in no way, limit the amount of training necessary to meet specific requirements for each food service facility. Subject matter included in training sessions shall include, but not be limited to: microbiology of food; food-borne illnesses; special precautions in the preparation, serving, and storage of food items; inspection and storage of food; dishwashing procedures; personal hygiene; pest control; and safety. If possible, a portion of the training shall be presented in the food service area. This provides an effective means whereby actual food service equipment and utensils can be used to demonstrate correct and incorrect usage. It is not intended that the annual food sanitation training requirement necessarily be conducted independently of current (R)

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food service division training required for personnel advancement. Documented food sanitation training shall be an integral part of existing divisional training programs. Such documentation shall include current instructor training guides (lesson plans).

**R) 7. Sources.** Initial and annual food sanitation training may be obtained from the following sources:

- a.** Navy environmental and preventive medicine units.
- b.** Preventive medicine services at geographic naval medical commands.
- c.** Preventive medicine technicians.
- d.** Navy food management teams.
- e.** Successful graduates of training courses for food sanitation instructors.

**NOTE:** Shore activities providing initial and annual food sanitation instruction shall make these services available to fleet units.

(1) Military personnel in pay grade E-5 and above, or civilian personnel who are assigned in a supervisory or training capacity in enlisted dining facilities, commissary stores, messes, clubs, and other food service facilities may be qualified as instructors to provide the required annual food sanitation training. These individuals shall be selected by their command on the basis of their potential ability to instruct and conduct the command's Food Sanitation Training Program. Successful graduates of this training course shall be requalified every 3 years to conduct food sanitation training. A letter of completion shall be issued to graduates of this course for inclusion in military or civilian training courses.

(2) Food sanitation instructor training shall be obtained by attending a course at one of the Navy environmental and preventive medicine units. Requirements for requesting quotas are found in reference (a). Preventive medicine personnel are also authorized to provide food sanitation instructor training.

(3) All other elements desiring to provide food sanitation instructor training shall have the written approval of the Commander, Naval Medical Command prior to providing such training.

**8. References.** Reference (b) shall be used as the standard teaching guide. Training programs shall be presented using teaching guides based on section headings identified in paragraph 6 of this instruction. Reference (c) provides information for preparing an instructor's training guide. Reference (d) may be used to assist in developing the training program required by this instruction. Reference (e) provides professional guidelines for effectively motivating and directing food service attendants in the performance of their duties.

**9. Action**

**a.** Commanding officers of Navy and Marine Corps activities, MSC area and subarea commanders, and masters of MSC civil service-manned U.S. naval ships shall issue directives as necessary to implement this instruction. Military and civilian managers (Navy and Marine Corps) of clubs, messes, commissary stores, and exchange facilities shall ensure compliance with this instruction by providing the Medical Department with rosters of personnel requiring training, cooperating in scheduling of classes, and assuring personnel attend the scheduled course of instruction. Commands shall ensure that in instances where contract personnel are used, specific requirements for training in accordance with this instruction are included in the basic contract agreement.

**b.** Food Sanitation Training Certification, NAVMED 4061/1, shall be issued to all military and civilian personnel upon completion of initial training. Annual refresher training may be recorded on the reverse side of the certificate. These certificates need only be signed by the instructor. All certificates shall be maintained in the custody of the supervisors and verified by the Medical Department personnel on routine sanitation inspections.

c. Civilian marine personnel of the MSC shall have this training entered in their Sea Service and Training Record, MSC 12310/3, and verified periodically as above.

- R) 10. Forms. NAVMED 4061/1, Food Sanitation Training Certificate, stock number 0105-LF-204-3025 and MSC

12310/3, Sea Service and Training Record, stock number 0104-LF-170-5301 are available in the Navy Supply System and may be requisitioned per NAVSUP P-2002.

**JAMES F. GOODRICH**  
Under Secretary of the Navy

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